



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF EARLY CHILDHOOD DEVELOPMENT OFFICE OF CHILDCARE

July 1, 2008

POSITION TITLE: Child Care Licensing Specialist MSDE

SALARY: State Salary Grade 15
Annual Salary Range: \$38,594 - \$61,427

LOCATION: Various locations throughout the State.

NATURE OF WORK: These are professional positions functioning under the general supervision of a Child Care Licensing Supervisor responsible for the full duties and responsibilities of inspecting, licensing, and monitoring child care centers, family day care homes and non public nursery schools.

DUTIES AND RESPONSIBILITIES: Inspects child care facilities in order to ensure compliance with child care regulations by following standard Office of Child Care licensing procedures; enforces child care regulations in day care centers and family day care homes to ensure the provision of quality child education development programs; investigates complaints against child care facilities to determine validity of allegations by following procedures in COMAR; compiles, evaluates, and maintains application materials, case files, data bases, and reports to determine eligibility for child care licensure and to ensure adequate documentation of facilities by following policies and procedures; identifies and documents noncompliance's that could potentially lead to enforcement actions in order to ensure health/safety and welfare of children; provides information to providers and the general public to promote quality child care by educating and informing on child care practices, policies, regulations and resources.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Bachelor's Degree in Child Development, Education, Social Work or Psychology from an accredited four-year college or university.

EXPERIENCE: One year of experience inspecting, licensing and monitoring child care centers, family day care homes or non-public nursery schools.

NOTE: 1. Possession of an associate's degree in early childhood development, teacher education, sociology or psychology and two years work experience inspecting, licensing and monitoring child care centers, family day care homes or non-public nursery schools may be substituted for the bachelor's degree.

ESSENTIAL REQUIREMENTS: Knowledge of procedures and practices which ensures safe and sanitary conditions at child care facilities, day care centers and family day care homes; skill in implementing, monitoring, program evaluations; ability to develop and initiate policies and procedures and to present recommendations clearly and concisely; ability to exercise good judgment and discretion in the interpretation and application of division policies and procedures; ability to evaluate educational credentials, certification requirements and criminal background investigations for staff in child care facilities; ability to establish and maintain effective working relationships with various public and staff and communicate effectively; ability to exercise leadership, initiative and sound judgment in making decisions.

**PROCEDURE FOR
APPLICATION:**

Applicants must include their resume and complete a Maryland State Department of Education Application and DOECD/OCC Addendum for Employment indicating Position **Child Care Licensing Specialist**. The Application, Resume, and Addendum and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; for inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at www.marylandpublicschools.org. All applications must be received by the closing date. Appropriate accommodations for individuals with disabilities are available upon request.

**CONDITIONS OF
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and occasional travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Open and Continuous